

**CALIFORNIA STATE OFFICE INSTRUCTION MEMORANDA**

<b>Extend</b>	<b>Delete</b>	<b>Memo Number</b>	<b>Subject</b>	<b>Date Issued</b>	<b>Orig. Office</b>
		2003-001	BLM California Policy on Assault Weapons	10/1/02	CA913
		2003-002	Review of CA Instruction Memoranda DD: 10/25/02	10/8/02	CA944
		2003-003	Use or Lose Annual Leave	10/8/02	CA945
		2003-004	Duplicating/Printing Services Semi-Annual Report DD: 10/18/02	10/8/02	CA912
		2003-005	Internal and External Lotus Note Calendars	10/9/02	CA912
		2002-069 Change 1	FY 2002 3 <sup>rd</sup> Quarter Cost Target Adjustments	10/10/02	CA944
		2003-006	Final Program Elements (PEs) for FY 2003 and Priority PEs	10/10/02	CA944
		2003-006 Change 1	Final Program Elements (PEs) for FY 2003 and Priority PEs	10/11/02	CA944
		2003-006 Change 2	Final Program Elements (PEs) for FY 2003 and Priority PEs	10/22/02	CA944
		2003-007	Review and Revalidation of CA Manual Supplements and Handbooks DD: 12/16/02	10/29/02	CA944
		2003-008	Proposed Critical Habitat for Fifteen Vernal Pool Species DD: 11/22/02	10/31/02	CA930
		2003-009	Transmittal of Fiscal Year (FY) 2002 Program review of Acquisition and Property Management at the California State Office (CSO) and Field Offices DD: 01/15/03	11/21/02	CA944
		2003-010	Guidelines for Tracking Litigation Costs in BLM for FY 2003	11/25/02	CA944
		2003-011	Fatigue Driving and Work Hours Policy	11/29/02	CA940
		2003-012	Washington Office Call for Fish, Wildlife, Botany, and Special Status Species Data DD: 01/22/03	12/13/02	CA930
		2003-013	Rural Fire Assistance Program FY03 DD: 02/07/03	12/18/02	CA943
		2003-014	Fire Program Collar Insignia Policy	12/30/02	CA943
		2003-015	California FY 2003 Interim Annual Work Plan (IAWP) DD: 01/09/03, 01/15/03, 01/17/03, 01/28/03, 01/31/03	1/9/03	CA944
		2003-016	DOI Charge Card Program Guide	1/29/03	CA940
		2003-017	Submission Requirements for FY 2005 – 2009 Plan for Deferred Maintenance and Capital Improvements DD: 02/14/03	2/5/03	CA944
		2003-018	2003 Request for Presidential Management Intern (PMI) Positions DD: 2/14/03	2/5/03	CA945
		2003-019	Policy on Occupational Safety and Health for California BLM, Also California State Safety and Health Action Plan	2/27/03	CA940
		2003-020	Bureau Issues for FY 2006 Using the Budget Planning System; DOI Draft Strategic Plan Comment Period; Project Selections for 2004 President's Budget DD: 03/13/03; 04/04/03	3/3/03	CA944
		2003-021	Access Codes for California Correspondence and Directives	3/4/03	CA944
		2003-022	Volunteer.Gov/Gov Listing DD: 03/12/03	3/5/03	CA912
		2003-023	Statewide Radio Review DD: 04/11/03	3/13/03	CA946
		2003-024	Wildland Fire Reporting Change DD: 03/31/03	3/14/03	CA943
		2003-025	California Litigation Tracking System and Time & Attendance (T&A) Cost Coding for	3/18/03	CA912

**CALIFORNIA STATE OFFICE INSTRUCTION MEMORANDA**

<b>Extend</b>	<b>Delete</b>	<b>Memo Number</b>	<b>Subject</b>	<b>Date Issued</b>	<b>Orig. Office</b>
			Litigation		
		2003-026	2003 Annual California Fire Preparedness Review DD: 04/25/03	3/20/03	CA943
		2003-027	California Field Office Continuity of Operations Plan DD: 08/01/03	3/26/03	CA940
		2003-028	California Management Review of California Radio Systems	3/26/03	CA946
		2003-029	Three-Year Fleet Management Plan DD: 05/05/03	3/26/03	CA944
		2003-030	Reporting 2002 Challenge Cost Share (CCS) Projects and Naming of Region and Field Office Leads for the CCS Program DD: 04/15/03	3/27/03	CA930
		2003-031	FY2003 Real Property Inventory and Certification DD: 05/20/03	3/28/03	CA944
		2003-032	California FY 2003 Annual Work Plan (AWP) DD: 04/16/03, 04/18/03, 05/02/03	4/4/03	CA944
		2003-033	Review of California Memorandums of Understanding DD: 04/30/03	4/9/03	CA944
		2003-034	Bureauwide Quarters Inventory DD: 07/15/03	4/15/03	CA944
		2003-035	Reducing the Number of Employees with Access to the Charge Card Purchase Business Line and Convenience Checks DD:05/02/03	4/18/03	CA944
		2003-036	Duplicating/Printing Services Semi-Annual Report DD: 05/09/03	4/21/03	CA912
		2003-037	Training Standards and Qualifications for California BLM Fire Personnel	5/1/03	CA940
		2003-039	Facility Compliance Management and Tracking of CASHE Findings DD: 07/31/03	5/19/03	CA944
		2003-040	Risk Assessment & Mitigation Strategies (RAMS) DD: 06/06/03	5/21/03	CA943
		2003-041	Charge Card Standard Operating Procedures	5/23/03	CA944
		2003-042	Financial Disclosure Filing Requirements DD: 06/20/03	6/3/03	CA945
		2003-043	Revised DI-2002 – Employee Performance and Results Report Form (EPRR)	6/5/03	CA945
		2003-044	Light Duty – Law Enforcement Officers	6/6/03	CA913
		2003-045	Status of Files Transferred to NARA Between April 16, 2002 and February 28, 2003 DD: 06/18/03	6/11/03	CA944
		2003-046	Fuels Module Operating Guide	6/27/03	CA943
		2003-047	Process and Expectations for 2003 Emergency Stabilization and Rehabilitation of Wildland Fires	7/8/03	CA930
		2003-048	Disconnection of Information Technology Systems and Computers from the Internet DD: 07/18/03	7/10/03	CA946
		2003-049	State Policy on Use and Possession of Assault Weapons	7/15/03	CA913
		2003-050	Student Loan Repayment Benefit Plan	7/17/03	CA945
		2003-051	Additional Funding for Acquisitions DD: 09/02/03	7/25/03	CA930
		2003-052	Indefinite-delivery, Indefinite-quantity (IDIQ) Contract for Hazardous Fuel-reduction Treatments and Related Services DD: 08/01/03	7/29/03	CA943
		2003-053	Response to Financial Procedures Review – Final Report DD: 08/31/03	7/29/03	CA944
		2003-054	Overpayment of Overtime for Exempt Employees DD: 08/12/03 ( <b>Not Sent Electronically</b> )	8/4/03	CA945
		2003-055	Individual Indian Trust Data DD: 08/08/03	8/6/03	CA946
		2003-056	Property Accountability – Outside Normal Organizational Structure	8/11/03	CA944

**CALIFORNIA STATE OFFICE INSTRUCTION MEMORANDA**

<b>Extend</b>	<b>Delete</b>	<b>Memo Number</b>	<b>Subject</b>	<b>Date Issued</b>	<b>Orig. Office</b>
		2003-057	Fire Management Direct Protection Area Statewide Review DD: 09/15/03	8/13/03	CA943
		2003-058	Public Road Nominations for the Reauthorization of the Transportation Equity Act for the 21 <sup>st</sup> Century (TEA-21) DD: 09/05/03	8/13/03	CA930
		2003-056 Change 1	Property Accountability – Outside Normal Organizational Structure	8/15/03	CA944
		2003-059	Competitive Areas	8/15/03	CA945
		2003-060	Minimum Age Requirements for Hazardous Duty Assignments on Wildland Fire Management Operations on Federal Jurisdictions	8/15/03	CA943
		2003-061	Budgeting Process for FY 2004 and 2005 Using the Budget Planning System DD: 08/29/03; 09/19/03; 10/17/03	8/18/03	CA944
		2003-059 Change 1	Competitive Areas ( <b>Not Sent Electronically</b> )	8/26/03	CA945
		2003-062	Assistance for Identifying Vital Records DD: 09/25/03	8/26/03	CA944
		2003-063	Rural Fire Assistance Program, FY 04 DD: 10/17/03	9/3/03	CA943
		2003-064	Annual Requirement to File Confidential Financial Disclosure Forms DD: 10/31/03	9/11/03	CA945
		2003-065	Rescinding of GPS Field – Sensitive Designation	9/26/03	CA944